

Sole Source Procurement Instructions

Department: Human Resources

Date: June 19, 2015

Vendor: LED, Inc

It is the policy of the City of Harrisonburg that contracts/products be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available.

1. Explain why this is the only product or service that can meet the needs of the department making the purchase.

The Human Resources Department is requesting approval of sole source procurement for the services of George Flanagan, Ph.D. Dr. Flanagan has provided training and development services for the City of Harrisonburg for the past fifteen years.

In 2004, Dr. Flanagan provided a program for both City of Harrisonburg and City of Staunton employees entitled: *Next Generation Executive Program*. The program met for an entire day for 5 days and the teams of students were expected to work cooperatively between agencies.

The leadership program Dr. Flanagan would offer current City employees will involve aspects of the previous Leadership program and will build on previous Flanagan trainings (offered to all City of Harrisonburg employees on an annual basis). I am requesting sole source procurement be approved for Dr. Flanagan for a period to cover two fiscal years (FY 2015-2016 and FY 2016-2017) for a maximum of \$20,810.00.

2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

George Flanagan has more than 28 years of experience in the field of leadership, education and development and has served in both the private and public sector in the United States and abroad. He has facilitated significant innovative organizational change processes involving organizations from over 20 nations, including more than 150 executive retreats focusing on organizational strategy, leadership and career and organizational development. As described above, the Leadership program will build on previous educational/trainings offered to City employees (on an annual basis).

Additionally, Dr. Flanagan has taught and facilitated leadership, crisis intervention and career development at the Northern VA Criminal Justice Academy for more than 22 years. He has not only served as a law enforcement executive officer, he has worked as a consultant and educator with more than 300 law enforcement agencies. The City of Harrisonburg Police Department has created a Professional Development Program and will be able to utilize Dr. Flanagan's expertise, knowledge and experience through the proposed leadership program.

3. Explain why the price is considered reasonable.

I have attached an invoice provided by Dr. Flanagan related to his professional fee for the date of September, 2001. Dr. Flanagan charged \$1,100 per day for his professional services. The fee provided by Dr. Flanagan with this request is \$1,800 per day (for an entire day of professional service for approximately 15 employees.). The cost of this professional development and leadership program breaks down to \$120.00 per day per employee. This is a completely reasonable cost.

Overall, Dr. Flanagan has only increased the cost of professional development training by \$700 over a 14-year period....or \$50.00 per year.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

Dr. Flanagan has maintained a professional fee for the City of Harrisonburg of \$1700 per day since 2011. This was a reduced price offered to the City because Dr. Flanagan understands our budget constraints. It was only this year, 2015, that the professional fee was increased to \$1,800 per day.

Costs associated with Dr. Flanagan's lodging is considered 'average' and acceptable amount and the per diem cost for food and travel expenses is minimal.

Please attach this form to the Requisition and forward to Purchasing.

Signature: _____



Date: 6-19-15